



West Des Moines Human Services 2020 Adopt-A-Family Program Guidelines & Tips

How It Works...

1. Sponsors submit a completed holiday sponsor form by Dec. 11th and are matched with a family.
2. The sponsor is provided with family information including names, ages, address, and contact information.
3. At a minimum, sponsors are asked to purchase three gifts for each child in the family (up to age 18). **Gifts for the adults are optional.** Providing a grocery gift card or food basket for a holiday meal is also optional. If a sponsor desires to provide more for the family, they are free to do so.
4. A "wish list" detailing gift ideas for each child as well as the ages, genders and clothing sizes of each child will be provided. Please note, the wish list is intended to be a guide to help choose a gift. Sponsors are free to substitute with other items they feel the family may enjoy. The family understands that sponsors are not able to fulfill all their wishes. **Sponsors are asked to contact the family directly with questions regarding items on the wish list.**
5. We suggest a \$75 to \$100 cap per child, however sponsors are free to spend more. Please try to evenly distribute your generosity among the children in a family. Understand that more expensive gifts may be requested, but are not expected.
6. In general, we ask that our sponsors provide new gifts for the Adopt-A-Family Program. Most of the families live on limited financial means and receive second-hand items throughout the year. The holidays are a time when children look forward to receiving new gifts to call their own. However, if you have an item in good condition, please use your own discretion in passing it on.
7. Please wrap the gifts and label each gift with the individual's first name.
8. **Sponsors are asked to deliver gifts directly to their adopted family(s) this year. Due to Covid-19, dropping off at the Human Services office will not be an option as it has been in the past.** Please contact the family to make delivery arrangements.
9. An in-kind donation receipt will be included with your family information. Please return the completed form to West Des Moines Human Services.

Helpful Tips...

- ❖ We suggest including a listing of the gift items that you are providing in a separate envelope marked for the parents or the head of the household.
- ❖ For apparel or shoes, please include a gift receipt.
- ❖ If batteries are needed to operate a toy or game, please include them.

For more information, please contact Melinda Hotovec at 515-222-3663 or Melinda.Hotovec@wdm.iowa.gov.